

**SAMPLE LETTER FOR PLUMBER NO LONGER REPRESENTING A COMPANY**

Date

Mr. Timothy R. House  
Department of Housing, Buildings and Construction  
Division of Plumbing  
101 Sea Hero Rd, Suite 100  
Frankfort, KY 40601

Dear Sir:

I, (your name), licensed master (your license number), do hereby notify you that I will no longer represent, (company name you are representing), (company's complete business address) as their licensed plumber in accordance with KRS 318.110.

I shall no longer be responsible for the plumbing activities of this company including the procurement of all plumbing construction permits, the supervision of all licensed journeyman plumbers, and for the conformity to all provisions of the Kentucky State Plumbing Code.

I further state that I am notifying your office that I am severing my relationship with this company, and as I am severing my relationship with this company, I will be responsible for all installations of which I have secured plumbing construction permits in my name.

Your Signature

\_\_\_\_\_

**Notary Information**

Commonwealth of Kentucky  
County \_\_\_\_\_

Subscribed and sworn to before me by \_\_\_\_\_, on this \_\_\_\_\_ day  
of \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

Notary's Signature

\_\_\_\_\_

**THIS LETTER MUST BE IN DUPLICATE AND NOTARIZED**